

YOUTH SERVICES POLICY

Title: Youth Welfare Fund Next Annual Review Date: 05/27/2010	Type: B. Classification, Sentencing and Service Functions Sub Type: 9. Youth Fiscal Services Number: B.9.1
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References: ACA Standards 2-CO-1B-14 (Administration of Correctional Agencies), 4-JCF-6B-12 (Performance Based Standards for Juvenile Correctional Facilities); La. R.S. 49:321 and 15:866.2B; Office of Statewide Reporting and Accounting Procedures; Administrative Code Title 34, Part VII; Executive Order BJ 08-67	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 05/27/2009

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Deputy Secretary's policy governing administration of the Youth Welfare Fund.

III. APPLICABILITY:

Deputy Secretary, Undersecretary, Assistant Secretary, Deputy Assistant Secretaries, Deputy Undersecretary, Facility Directors and all employees responsible for the proper accounting of Youth Welfare funds.

IV. DEFINITIONS:

Centralized Youth Welfare Fund - Abandoned property in the form of legal tender and interest income earned from the investment of youth money maintained by the DPS&C - Corrections Inmate Banking Section.

YS Central Office - Offices of the Deputy Secretary, Undersecretary, Assistant Secretary, Deputy Assistant Secretaries and their support staff.

V. POLICY:

It is the Deputy Secretary's policy that Facility Directors shall be responsible for the administration of the Youth Welfare Fund at their respective facilities.

VI. GENERAL:

- A. The Youth Welfare Fund shall be used solely for the benefit of the general youth population.
- B. Only the general youth population shall be the beneficiary, directly or indirectly, of any welfare funds, except administrative expenses incidental to the operation of the Youth Welfare Fund may be authorized with sufficient justification.
- C. An annual budget shall be prepared by the Facility Director and submitted to the Undersecretary or designee thirty (30) days prior to the beginning of each fiscal year.
- D. Accounting for the Youth Welfare Fund shall be in accordance with the Office of Statewide Reporting and Accounting Procedures.
- E. Financial statements comparing "budget" to "actual" shall be prepared monthly by Central Office Budget. Quarterly financial statements shall be prepared and submitted to Facility Directors no later than the 15th day following the end of the quarter.
- F. All revenue to the Youth Welfare Fund shall be deposited into the State Treasury account and classified accordingly by Central Office Accounting.
- G. All purchases made from the Youth Welfare Fund shall be in accordance with the Louisiana Procurement Code and the Office of State Purchasing, Small Purchases Procedures (Executive Order BJ 08-67). Expenditures may not exceed revenue deposited into the Youth Welfare Fund or the amount budgeted for the corresponding fiscal year.
- H. All items of movable property purchased shall be governed by State Property Control regulations.
- I. No expenditures of funds shall be obligated without the express written approval of the Facility Director or his designee. Requests for expenditures from the Youth Welfare Fund shall be initiated through the 156B process and approved by the Facility Director, Central Office Budget and Central Office Purchasing.
- J. A Youth Welfare Council shall be established with appropriate representation from the various segments of the youth. This Council may submit recommendations and requests for expenditures. Such requests shall be evaluated and approved by the Director or his designee. The role of the Youth Welfare Council is limited to an advisory capacity only.

VII. OTHER:

- A. The Youth Welfare Fund shall not be used to pay discharging youth balances due from the Youth Banking System.
- B. Any legal tender abandoned by youth as defined in La. R.S. 15:866.2B, shall be placed in the Youth Welfare Fund at the respective facility.

VIII. CENTRALIZED YOUTH WELFARE FUND:

The Centralized Youth Welfare Fund is used to help defray administrative costs, to seed new facilities' Youth Welfare Funds, and to provide for other expenditures which shall benefit the youth population.

Previous Regulation/Policy Number: B-09-002 / B.9.1
Previous Effective Date: 10/20/1998
Attachments/References: